Montana Tech Campus Events and Activities COVID-19 Planning Guidelines

Lowest risk: Virtual-only activities, events, and gatherings.

Medium risk: Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear a face covering, do not share objects, and come from the same local area (e.g., community, town, city, or county).

Higher risk: Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.

Highest risk: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

When planning your event, consider the following:

- Can the event take place virtually?
- How many people will be attending?
- Where are the attendees coming from?
- Will there be preregistration or registration for the event?
- Will the event be indoors?
- Consider the risk-reward balance in hosting an event that will bring a high number of attendees from outside of the local community.

Attendee Considerations:

- Have a communication plan for all attendees prior to the event that includes preregistration, venue rules and recommendations, and event updates.
- If a high number of attendees are coming from outside of the local community and physical distancing cannot occur due to the venue or type of event, consider COVID-19 testing before arrival. Work with the local health department if the event is considering this type of testing.

Venue Considerations:

- Events need to determine the number of attendees in advance and determine if the size of the space needed to follow state and MUS guidelines for occupancy limits and physical distancing for the current phase. Phase 2 guidelines recommend 75% occupancy while maintaining a 6-foot physical distance between attendees.
- A traffic flow plan for all attendees must be devised with consideration of number of attendees. Additional staff may be required depending on the number of attendees and location. Use stanchions, ropes or other barricades to maintain physical distancing when possible.
- Discuss with the venue host cleaning before, during, and after the event. Additional costs may occur.
- Establish a plan of action in the case an attendee or staff person at the event becomes ill.
Recommendations for All Events:

- Face coverings are required for all events and it is recommended that a 6-foot distance between attendees occur.
- Signage must be posted with the following or similar wording (or university recommended signage):
  - Patrons with fever, shortness of breath, a cough, or other COVID-19 symptoms must refrain from attending the event.
  - Clearly marked traffic flow patterns.
  - Hand sanitizer locations.
  - Physical distancing measures.
- Pre-screening including temperature checks for all attendees before entering the venue is recommended.
- Registration or ticket method is recommended to adhere to event capacity limits and support public health efforts of contact tracing in the event of exposure.
- Have a training plan for all staff working the event to prepare them for health, safety, and audience management strategies. Train all staff on COVID-19 symptom awareness and proper handwashing procedures.
- If an event has more than 50 attendees during Phase 2, a plan must be submitted to the local health department for approval. Allow for additional time prior to the event for the health department to review the plan and give recommendations.
- Provide hand sanitizer or hand washing stations throughout the venue where possible.
- All food vendors must follow applicable COVID-19 procedures for retail food service. Single-service food containers should be used if possible.
- If possible do not use tables. Tables should be covered with single-use material and discarded between sessions or every few hours depending on the number of attendees and length of the event.
- For events hosted by student organizations, consider a greater advisory and monitoring role for faculty and staff advisors.

Campus Visits for Prospective Students:

- Campus visits are conducted virtually when possible.
- In-person visits can occur by registering in advance with admissions with the following precautions:
  - All surfaces in meeting spaces will be disinfected prior to arrival.
  - Appropriate physical distance will be maintained throughout your visit. No hand shaking allowed.
  - Staff will wear a cloth face covering. Visitors will also be required to wear a covering – one can be provided if you do not have one.
  - Visits are restricted to 1 student with up to 2 family members at any one time.
  - If visitors are sick or have been in contact with someone who is sick, the visit will not take place.